



SEMP-16		U.S. Army-Hawaii	
PROCEDURE: Control of Records		DATE: 24 June 2010	Page 1 of 2
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



SEMP-16: Control of Records

1. Purpose

To establish the process for the identification, storage, protection, retrieval, retention and disposition of records.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.5.4] and Procedure

ISO Requirement	Procedure
The organization shall	
establish and maintain records as necessary to demonstrate conformity to the requirements of its environmental management system and of this International Standard, and the results achieved.	The Environmental Division establishes and maintains records as necessary to demonstrate conformity to the requirements of the U.S. Army-Hawaii SEM and ISO 14001, and the results achieved.
establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.	<p>The Environmental Division establishes, implements, and maintains a procedure for the identification, storage, protection, retrieval, retention, and disposal of records.</p> <p>The Environmental Division staff identifies records related to their respective programs that are required by legal and other requirements. Records are included in the SEMP 10 & 16: Inventory of Documents and Records, which identifies the record owner, storage location, storage format (e.g., electronic or hard copy) and retention guideline.</p> <p>In accordance with SEMP-04: Legal and Other Requirements, the Environmental Division staff tracks new regulatory requirements applicable to their respective program areas.</p> <p>Records will be stored in electronic and/or hard copy file format. Electronic copies are stored on the Environmental Division shared drive. Hard copies are stored by program areas by the Environmental Division staff.</p> <p>Electronic records are periodically backed up. Hard copies are stored in a manner that protects against damage, deterioration, or loss.</p> <p>Records can be retrieved by contacting the IEDC, SEMPM, or Environmental Division Program Managers. Requests for records from members of the public are coordinated with the</p>

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	PAO and/or Garrison Commander. Environmental Division staff are responsible for periodically evaluating records under their management versus applicable retention times. Records that have been maintained in excess of applicable retention times may be disposed of, at the discretion of the Environmental Division staff. Potentially sensitive records, such as personnel-related or legal records, are shredded prior to their disposal. Non-sensitive records are managed with other waste office papers.
Records shall be and remain legible, identifiable and traceable.	The person who creates the record will ensure that it is legible, and will file the record according to an established system so that it is identifiable and traceable. Environmental Division Program Managers determine which filing system works best for their records. The storage format and storage location of each type of record is identified.

Responsible Party	Responsibilities
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none">Oversees Environmental Division personnel to ensure that records are properly managed.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none">Coordinates with Environmental Division Program Managers to maintain the SEMP 10 & 16: Inventory of Documents and Records.Manages records relating to the SEM Program.
Environmental Division Staff	<ul style="list-style-type: none">Coordinates with the SEMPM to maintain the SEMP 10 & 16: Inventory of Documents and Records.Manage records related to their respective programs.
Environmental Compliance Officers	<ul style="list-style-type: none">Collect environmental records pertaining to their facility, and submit to the applicable Environmental Division staff, Program Manager or Inspector.

5. References

- ISO 14001:2004(E), 4.5.4 Control of Records
- U.S. Army-Hawaii SEM Manual
- SEMP 10 & 16: Inventory of Documents and Records

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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